



# SUBDIVISION PRELIMINARY SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to an architectural scale (e.g. 1/4" = 1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

☐ **Permit Application**

☐ **Critical Areas Worksheet**

☐ **Pre-Application Meeting Date:**

\_\_\_\_\_ (ask for handout).

A pre-application meeting with the City is required prior to submitting an application for any Type C action and/or for a project located in a critical area. **A pre-application meeting is required before a neighborhood meeting.**

☐ **Neighborhood Meeting Report Date:**

\_\_\_\_\_ (ask for handout).

A summary of the neighborhood meeting.

☐ **Proof of Legal Lot** – Please provide proof that the property was created in accordance to the subdivision rules of the State of Washington. A legal lot is one that was created by a formal or short subdivision; or if property was created before October 1, 1972. (If created by a recorded short plat, a five-year interval must occur before your parcel may be eligible to be platted again). Please provide a copy of the recorded short plat, plat, or lot line adjustment or a copy of legal conveyance (deed, real estate contract), whichever is applicable.

☐ **Certificate of Sewer Availability** is required for all sewer hook-ups.

- Contact Ronald Wastewater Management (206) 546-2494.
- The Highlands (206) 362-2100.

☐ **Fire Flow Availability** – Required for all new commercial and residential construction; all commercial additions and remodels; and additions and remodels of residences where the total gross area exceeds 2,500 square feet must show the distance of the nearest hydrant and

either the flow calculations or flow test results of that hydrant.

- City of Seattle Public Utilities customers: To obtain a Water Availability Certificate, call (206) 684-5800.
- Shoreline Water District customers: To obtain a Certificate of Fire Flow Availability, call (206) 362-8100.
- The Highlands customers: To obtain a Water Availability Certificate, call (206) 362-2100.

☐ **Environmental Checklist – One (1) copy** required. The checklist should be completed in ink, or printed, and signed by the applicant. All questions should be answered as completely as possible.

☐ **Vicinity Map** – Submit **one (1) copy** of a professionally drafted vicinity map, drawn at an appropriate scale (such as 1" = 100') that shows the following information:

- Graphic scale and north arrow.
- Name, address, and telephone number of the person who prepared the drawing, together with a drafting date.
- The exact boundaries of the subject property and the footprint location of any buildings on the property.
- The exact boundaries and zoning of all properties within a 500' radius of the perimeter of the proposed rezone site.
- The location, width, and name of all public and private roads in the vicinity of the project site.
- The footprint and location of any buildings on properties in the vicinity of the project site.
- Significant topographic features such as creeks, rivers, wetlands, drainage swales, steep slopes, etc.

**Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.**

**17500 Midvale Avenue North, Shoreline, Washington 98133-4905**

Telephone (206) 801-2500 Fax (206) 801-2788 [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov)

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- The name and location of any public parks, libraries, and similar facilities in the vicinity of the project site.
- **Preliminary Plat Drawing** – The plat drawing is a graphical representation seen from above of your total property to be subdivided. **Site Plans – four (1 reduced - maximum 11" x 17" and 3 full size) copies** drawn to an engineering scale (e.g. 1" = 20'). **Please show the following details on the drawing:**
- Graphic and numerical scale, north arrow and drafting date.
  - Proposed name of the subdivision.
  - Name and address of the developer and of each property owner.
  - Name and address and seal of the registered land surveyor who prepared the plat.
  - Quarter section(s), township, and range.
  - Contours of topography at five foot intervals.
  - Any wetlands, fish and wildlife habitat areas, streams; landslide, slope or erosion hazard areas.
  - Proposed layout of streets, with names and widths, as well as proposed widths of alleys, crosswalks and easements.
  - Any parcels of land to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision.
- **Engineering Plans** – The following plans shall be produced by a licensed, professional engineer and bear their name, address and seal. Submit **two (2) copies** drawn to scale, such as 1" = 50'. **Please show the following details on the plans:**
- The proposed name of the subdivision.
  - The name and address of the developer and of each property owner.
  - Graphic scale, north arrow and drafting date.
  - Contours of topography at five foot intervals.
  - Any wetlands, fish and wildlife habitat areas, streams; landslide, slope or erosion hazard areas.
  - The boundary line of the proposed subdivision, indicated by a solid, heavy line.
  - The location, width and names of all existing or prior platted streets or other public ways; railroad and utility rights-of-way; parks and other public open spaces; permanent buildings and structures and any section and municipal corporation lines within or adjacent to the proposed subdivision.
  - Existing sewers, water mains, culverts or other underground facilities, including existing pipe sizes, grades and exact locations, within the proposed subdivision. Information provided by existing public records shall be acceptable.
- The proposed location of additions or modifications to sewers, water mains, culverts and other underground facilities necessary to appropriately serve the proposed subdivision.
  - The boundary lines of adjacent tracts of unsubdivided and subdivided land within 100' of the proposed subdivision, including the owners and existing zoning of these tracts. Boundaries shall be indicated by dotted lines.
- **Stormwater Management Plan:** The following plan shall be produced by a licensed, professional engineer and bear their name, address and seal. **Site Plans – four (1 reduced - maximum 11" x 17" and 3 full size) copies** drawn to an engineering scale (e.g. 1" = 20'). **Please show the following details on the preliminary plan:**
- Proposed name of the subdivision.
  - Name and address of the developer.
  - Graphic scale, north arrow and drafting date.
  - Contours of topography at five foot intervals
  - Any wetlands, fish and wildlife habitat areas, streams, slope or erosion hazard areas.
  - Boundary line of the proposed subdivision, indicated by a solid, heavy line.
  - Location, width and names of all existing or proposed platted streets or other public ways; railroad and utility rights-of-way; parks and other public open spaces.
  - Proposed on-site stormwater flow patterns.
  - Proposed location of stormwater detention and/or treatment facilities.
  - Design specifics of proposed stormwater detention and/or treatment facilities.
  - Support calculations.
- **Tree Retention, Protection, and Planting Plan – two (2) copies**
- Location of all critical areas and buffers on or adjacent to the site.
  - Location, size, species, and condition of all existing trees on the property.
  - Clearing limits.
  - Identification of trees to be retained, trees to be preserved, and location of planted trees.
  - Graphic representation and written description of proposed tree protection measures and tree and vegetation planting details.
  - The Tree, Retention, Protection, and Planting Plan may be combined with the Landscaping Plan or the Grading Plan, if no Landscaping Plan is required.
  - Please see the Tree Conservation Regulations handout and the Tree Conservation, Land

Clearing, and Site Grading Standards in the Shoreline Development Code for additional information and specific requirements.

□ **Notice Materials**

- Provide current King County Assessor's quarter-section map(s) with the subject property identified and showing all property within 50' of any boundary of the subject property. Draw 500-foot boundary line on the map(s). Key the list of property list owners to the map(s) by the owners' tax account numbers.
  - **Three (3) sets** of mailing labels for all property owners within 500' of any boundary of the subject property.
  - A copy of the mailing label list.
  - A copy of the Assessor's map with the 500 foot boundary outlined.

**NOTE** – King County no longer provides mailing label services. Planning and Development Services can provide this for a fee of \$155.75 or the department can provide you instructions how to obtain this information off of the web and how to do a mail merge document to produce two sets of mailing labels for your application.

**Notice Sign:** Required to post site on application and decision (not required at submittal). Sign and materials available at the City.

**Fees: Preliminary Subdivision**-\$6,074.25 (39 hours at \$155.75 hourly rate) for five-lot subdivision.

Plus 3-hour minimum (\$467.25) for each additional lot.

Plus public hearing (\$2,390.00).

Plus 8 hours (\$1,246.00) civil plan review.

Environmental Checklist Review \$1,557.50 (\$155.75 hourly rate, 10 hour minimum).

Please note: Fees effective 1/2014 and are subject to change.

**Other Issued Permits or Information** related to the Long Subdivision:

Other special studies may be required such as a wetland report, geotechnical analysis, traffic study, etc.

These may be requested at the time of application or after review of the application.

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)